



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 8, 2021
To: Chief School Administrators, Charter School and Renaissance School Project Leads
Route To: Business Administrators, Principals, Nonpublic School Directors, NJ SMART Contacts, School Nurses
From: Jordan Schiff, Assistant Commissioner
Division of Field Services
Deadline: October 31, 2021

Electronic Transmission of Uninsured Student Information to NJ FamilyCare School Portal and NJ FamilyCare Outreach Efforts

NJ FamilyCare is continuing its partnership with the NJ Department of Education (NJDOE) to help identify uninsured children who may be eligible for quality healthcare coverage. For this cooperative effort, every school district is required to compile a list of students who are either uninsured or have an unknown insurance status from each of their schools into **one districtwide** MS Excel spreadsheet. Please use the template located online at [NJ FamilyCare Template](#). Submit this information no later than **October 31, 2021**.

If you receive new students with uninsured or unknown insurance status after you have already submitted your data, please submit a second list with **only those new students** so NJ FamilyCare can reach out those families.

Data Entry Instructions

- Follow the NJ FamilyCare template. Do not include extra fields. Do not put information on multiple tabs.
- Only include students who are **not insured** or have an **unknown health insurance** status. Please do *not* send a list of the entire student body.
- Mark an **"N"** for students who are not insured and **" "** (blank space) for students with unknown health insurance status.
- If a child did not return a completed emergency card or did not answer the insurance question, that child should be identified as having an **unknown health insurance** status.
- Note that free or reduced lunch information is no longer needed and is not included on the template.

Once the spreadsheet is completed, upload the file into the [NJ FamilyCare School Portal](#). Choose your county and enter your District Code, which is the same used for NJ SMART.

If you have no students documented as uninsured, check the appropriate box on the School Portal Homepage.

NJ FamilyCare Outreach Efforts

As in previous years, NJ FamilyCare will reach out to the families listed in your electronic submission. NJ FamilyCare will send each family a letter with a unique invitation code they can use to apply for coverage online. On the [School Portal Help page](#), We have attached an NJ FamilyCare Back to School Flyer that you can post on your school bulletin board, include in your back-to-school folders, and/or post on your website.

NJ FamilyCare thanks you for your effort in keeping New Jersey's students healthy and ready to learn. If you have any questions or want some NJ FamilyCare staff to attend a school event, please email NJ FamilyCare Outreach at MAHS.NJFamilyCareDOEMemo@dhs.nj.gov or call (609) 588-3526.

c: Members, State Board of Education
Angelica Allen-McMillan, Ed.D., Acting Commissioner of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group